



State of Utah

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12 AND 15 PASSENGER VAN PROTOCOL

This checklist must be completely read and signed by the driver(s) before operating any 12- or 15- Passenger Vans Leased from or through the Division of Fleet and Surplus Services.

1. All drivers of these vehicles must be at least 21 years of age.
 - a. All drivers over 21 must have a valid driver's license and must not exceed 70 total points on their individual driving record.
 - b. All drivers must have no reckless driving or drug or alcohol related violation within 3 years
 - c. Any driver with 2 drug or alcohol offenses lose his or her driving privileges for a state van
 - Exception: All drivers under 21 must have a valid Utah driver's license and no moving violations on their driving record and zero total points on their individual driving record.
2. All drivers must complete:
 - a. Daily Van Worksheet.
 - Tire pressure must be checked and corrected daily.
 - b. Pre-Trip Inspection Worksheet.
 - c. All vans must have a Weekly Van Inspection Worksheet completed. Contact Fleet and Surplus Services for help with the Weekly Van Inspection Worksheet.
3. All drivers without prior van experience who may operate a van are to become familiar with the location and use of the following: windshield wipers, head lights, turn signals, hazard lights, other switches and particularly the operation of the cruise control.
 - Reminder: Using brakes to disengage the cruise control on slick roads is discouraged since it may place the vehicle in a skid.
4. All drivers must have prior experience operating 12- and 15- Passenger Vans before carrying passengers.
 - Definition: "Prior experience" shall be defined as having "hands-on" experience operating a large van while enrolled in a Risk Management approved training program or; previous van driving experience.
5. 12 and 15-Passenger Vans must not contain more than nine (9) occupants including the driver.
 - Exception: If approved by the agency management a van may transport up to twelve (12) occupants including the driver if used exclusively surface streets with a maximum-posted speed limit under 45 miles-per-hour. Surface Street is any street in

an urban area that is not a freeway or arterial Road. Surface streets may be called street, avenue, boulevard, road, place, and other names. An arterial road is a major roadway in a city or urban area that collects traffic and feeds it to the freeway system.

6. All occupants must wear seat belts at all times.
 - The van driver is responsible to make sure each passenger is seat belted at all times while the vehicle is in operation.
7. The driver of any 12 and 15-passenger van may not operate the vehicle between 11:00 p.m. and 5 a.m., except where the trip is solely to return to a home base and the return time is less than four hours in duration. This rule does not apply to drivers who operate 12 or 15-passenger vans during the nighttime hours as part of their regularly scheduled work hours or drivers who operate 12 or 15-passenger vans as part of emergency operations.
8. Total driving time for a 12 or 15-passenger van must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.
9. No public, charter or private school may use a 12 or 15-passenger van to transport students. This rule is in accordance with U.C.A. 53-8-211-.5 (1)"...a school district, or private school may not use a vehicle with seating capacity of 11 or more, including the driver, for the transportation of its students unless the vehicle meets federal school bus standards under 49 U.S.C. Sec.30101, et seq."
10. All drivers must complete the van training provided by or approved by Risk Management before operating the any 12 or 15-passenger van. All van drivers are required to complete the approved training once every two (2) years thereafter. (Contact: Risk Management 801.538.9560 for information).
11. No driver of a 12 or 15-Passenger van shall exceed 65 miles per hour no matter the posted speed limit.
12. No cell phone usage is allowed by the driver while engaged in the operation of the van.
13. No baggage cargo may be carried on the roof of any 12 or 15-passenger van.
 - Drivers are encouraged to place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.
14. All state laws and administrative rules must be followed at all times.
15. Additional Items to consider:
 - Drivers are encouraged to learn what medicine causes drowsiness and will impair the ability to drive.
 - Drivers are encouraged to avoid distractions such as eating, drinking or other non-driving activities while behind the wheel.